

DPR Annual Report Content Form For 199_

Name of Association

Name of Department Liaison/CAL

Business Address

City

Zip

Phone Number

Name of Association Chair/President

Address

City

Zip

Phone Number

FINANCIAL STATEMENT

The content of an association's financial statement will provide to the department the following information:

Assets/liabilities, including trust funds of the corporation, and the amounts raised in park operations, as of the end of the association's fiscal year;

Principal changes that affect assets/liabilities, including trust funds, and the amounts raised in park operations, during the association's fiscal year; (For example: receipt/disbursement of funds held in trust; collection of park fees as per PRC Section 5010.1)

The revenue of the corporation from all sources (itemized);

The expenses/disbursements of the corporation;

Information on any transaction in which a director or officer of the corporation, or other interested party had direct or material or financial interest;

Information on indemnification.

The annual report may be accompanied by an accountant's report. Or, the annual report may be accompanied by the certification of an officer of the corporation that the statements were prepared without audit from the books and records of the corporation.

The annual report is due at the end of the calendar year, and is sent to the Assistant Director for Cooperating Associations.

ACTIVITIES REPORT

The department requires that each association submit an annual narrative describing the activities for the year. These reports are valuable vehicles for interchange of ideas and reflections of trends. The information is a method for evaluating the accomplishments of the department's Cooperating Association Program. The report will identify, list and describe:

The programs provided by the association.

The parks in which the programs are conducted.

Program changes from the previous year.

Programs the association will provide in the next year.

The community groups, agencies, or other nonprofit assistance organizations the association consults and/or cooperates with.

All approved bylaw changes.

Attach to the Financial Statement & Report a current list of association officers and board members, including addresses.

CONDITIONS FOR THE LOAN OF PERSONAL PROPERTY

TO THE _____ COOPERATING ASSOCIATION

I (we) estimate the value of the listed items to be \$ _____.

This figure is for notification of my (our) estimate, and is not binding.

It is the responsibility of the lender to promptly send notification in writing of any change of address or change in ownership of the loaned property.

If the property described herein is not claimed within seven years from the termination date of this loan, title to the property shall vest in the State Department of Parks and Recreation, free from all claims of the lender, and of all persons claiming through or under the lender.

Any alterations or additions to the above conditions may be listed below:

ACKNOWLEDGMENT OF LOANED ITEM(S) RELEASED TO OWNER

I (we) hereby acknowledge release from the custody of the State Department of Parks and Recreation of the item(s) described above, or in attached exhibit.

SIGNATURE OF OWNER OR AGENT

DATE

GIFT OR LOAN OF PERSONAL PROPERTY

The _____ Cooperating Association is a public benefit nonprofit corporation developed to support the mission of _____ State Historic Park in accordance with Public Resources Code Section 513.

Gifts or loans accepted by _____ Cooperating Association are not the property of the State Department of Parks and Recreation, and will not be protected or preserved by the State without specific written acceptance by the state as described under the contract between _____ Cooperating Association and the State Department of Parks and Recreation.

I (we) do hereby [☐] GIVE to or [☐] LOAN to the _____ Cooperating Association the objects listed and described [☐] BELOW, or [☐] on ATTACHED sheet(s).

I (we) do hereby declare that I am (we are) the lawful owner(s) of the above listed item(s), and/or have legal authority to make this gift or loan.

OWNER'S SIGNATURE	DATE	OWNER'S NAME AND ADDRESS	PHONE
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AGENT'S SIGNATURE	DATE	AGENT'S NAME AND ADDRESS	PHONE
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REVIEW AND APPROVAL BY DPR

ARTICLES RECEIVED BY	TITLE	DATE
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REVIEW AND APPROVAL BY COOPERATING ASSOCIATION

SIGNATURE(S) OF CORPORATE OFFICERS	DATE
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PART ONE BUDGET REQUEST
TO BE FILLED OUT BY EMPLOYEE INITIATING REQUEST

ITEM REQUESTED:

REQUESTED BY:

A) DESCRIPTION OF ITEM REQUESTED:

B) IS ITEM IN CONCURRENCE WITH INTERPRETIVE PROSPECTUS FOR UNIT/DISTRICT?

check: _____ YES _____ NO

C) JUSTIFICATION FOR ITEM: (use, interpretive value, etc.)

D) COST OF ITEM: \$ _____

E) MAINTENANCE AND REPLACEMENT REQUIREMENTS:

PART TWO BUDGET REQUEST

This section is to be filled out by the District Superintendent or designee.

DOES THIS ITEM MEET THE ASSOCIATION'S MISSION REQUIREMENTS?
(qualifying as interpretive/educational/scientific?)

WHO WILL HAVE OWNERSHIP OF THE ITEM?

WHO WILL BE RESPONSIBLE FOR MAINTENANCE AND REPLACEMENT OF THIS ITEM?

HAS THE ITEM BEEN SUBMITTED TO THE DEPARTMENT FOR FUNDING?

check one: _____ YES _____ NO

EXPLAIN:

FORM REVIEWED BY:

Signature of Cooperating Association *Financial Officer*: _____

DATE

Signature of Cooperating Association *Liaison*: _____

DATE

Signature of Cooperating Association *President* (or Designee): _____

DATE

ACTION TAKEN ON REQUEST BY ASSOCIATION:

check one: APPROVED: _____ REJECTED: _____ DATE: _____

EXPLAIN:

COOPERATING ASSOCIATION FUNDING REQUEST

DATE:

COST: \$

BUDGET LINE ITEM NUMBER:

REQUESTED BY:

DESCRIPTION OF ITEM:

BACKGROUND INFORMATION:
[its use; interpretive value; etc.]

APPROVAL OF FUNDING REQUEST:

ASSOCIATION FINANCIAL CONTROLLER

DATE:

COOPERATING ASSOCIATION LIAISON

DATE:

COOPERATING ASSOCIATION PAYMENT VOUCHER

CHECK PAYABLE TO:

DATE:

ADDRESS:

DESCRIPTION OF SERVICE:

AMOUNT:

TOTAL:

APPROVED BY:
ASSOCIATION FINANCIAL CONTROLLER

DATE: